DEPARTMENT OF DEFENSE
POLYGRAPH INSTITUTE

PSYCHOPHYSIOLOGICAL DETECTION OF DECEPTION PROGRAM AND CONTINUING EDUCATION CATALOG 2006

CATALOG OF THE DEPARTMENT OF DEFENSE POLYGRAPH INSTITUTE 2006

Volume V, Number 1

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Policy Changes

The provisions of this catalog should not be construed by applicants or students as an irrevocable contract. The Department of Defense Polygraph Institute reserves the right to effect policy and regulatory changes at any time. The Institute does not assume responsibility for giving advance notice of changes made in policies.

However, changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.

Students and graduates of the Institute must also recognize that changes in the law or service/agency policy may affect their rights and obligations.

Psychophysiological Detection of Deception Program
Academic Calendar 2006

Class 06-1

02 Dec 05	Completed application packet and tuition payment due
04 Jan 06	Classes begin
16 Jan 06	Martin Luther King Holiday
18 Feb 06	Laboratory midterm grade distributed
20 Feb 06	Washington's Birthday
06 Apr 06	Graduation

Class 06-2

24 Mar 06	Completed application packet and tuition payment due
25 Apr 06	Classes begin
29 May 06	Memorial Day Holiday
09 Jun 06	Laboratory midterm grade distributed
04 Jul 06	Independence Day Holiday
26 Jul 06	Graduation

Class 06-3

14 Jul 06	Completed application packet and tuition payment due
15 Aug 06	Classes begin
04 Sep 06	Labor Day Holiday
29 Sep 06	Laboratory midterm grade distributed
09 Oct 06	Columbus Day Holiday
10 Nov 06	Veterans Day Holiday
16 Nov 06	Graduation

Continuing Education Calendar 2006

Jan 9 – 13	Countermeasures
Jan 23 – 27	Dynamics of Terrorism
Mar 6 – 31	Advanced Polygraph Studies Program
Mar 13 – 17	Psychology of a Spy
Apr 10 –14	Advanced Operational Source Testing Course
Apr 17-21	Use of Interpreters
Apr 24 – 28	American Association of Police Polygraphists (AAPP) National Seminar
Apr 24 – 28	Kinesic Interview Techniques
May 1 – 5	Sex Offender Course
May 1 – 5	Countermeasures
May 15 – 19	Federal Interagency Polygraph Seminar
Jun 19 – 23	Advanced Interviews & Interrogation
Jul 10 – 14	Dynamics of Terrorism
Jul 16 – 21	American Polygraph Association (APA) Annual Seminar & Workshop
Jul 17 – 21	Senior Examiner Course
Aug 7 – 11	Credibility Assessment through Linguistic Analysis
Aug 14 – 18	Interviews & Interrogations (INTEL)
Aug 28 – Sep 1	Fundamentals of Courtroom Testimony
Sep 4 – Sep 8	PDD Managers Course
TBA	Asset Forfeiture Course
Nov 27 – 1 Dec	Federal Credibility Seminar
Dec 11 – 15	Neurolinguistic Patterning & Interviews & Interrogation
TBA	Information Systems Security for PDD
TBA	Domestic Terrorism

Dates are subject to change.

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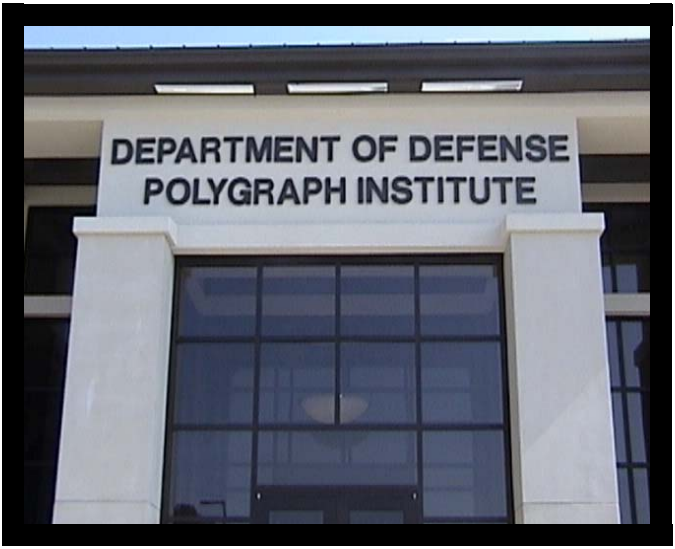
Part I

The Institute



Message from the Director

Welcome to the Department of Defense Polygraph Institute (DoDPI). The forensic discipline of Psychophysiological Detection of Deception (PDD) finds itself in a time of change that challenges each member of our profession. DoDPI continues to recognize that we, as professionals, must help provide solutions to meet these challenges. It is through academic excellence, research, professional standards, and demonstrated professional performance by all members of our discipline that any challenge facing our discipline can be met.

We now live in a society enriched with new information technology, enhanced teaching methods, and research issues that we only dreamed of investigating just a few short years ago. It is this 21st century age of technology that demands we provide the very best educational program in PDD. By embracing this technology through research and proven methods, the discipline of PDD will continue to move forward.

The DoDPI PDD program dictates only the very best and brightest attend this fine academic institution. Devotion to duty, academic maturity, and a selfless attitude are the qualities one must possess in order to negotiate this academically challenging graduate program. DoDPI faculty and staff welcome you with the knowledge that growing, learning, and becoming one of the best exists within every graduate.

Director

Mission

DoDPI is a federally funded institution providing graduate and continuing education courses in Psychophysiological Detection of Deception (PDD). Its missions are to:

- Qualify DoD and other Federal personnel for careers as Psychophysiological Detection of Deception examiners.
- Provide continuous research in PDD and credibility assessment methods.
- Manage the PDD continuing education certification program for Federal agencies.
- Manage the Quality Assurance Program that develops, implements, and provides oversight of PDD standards for the Federal polygraph programs.

The Institute staff consists of recognized subject matter experts in all aspects of PDD. As such, they assist and participate in operational activities throughout the Department of Defense. DoDPI personnel conduct operational PDD examinations in support of counterintelligence, security, law enforcement, and counter-terrorism efforts to satisfy unique and specific missions that require a thorough knowledge of relevant laws, law enforcement procedures, counterintelligence methods, and specialized PDD processes and analytic tools.

Goals

- Enable students to acquire an in-depth knowledge of PDD.
- Provide Continuing Education programs for professional career development.
- Provide flexible methods of instruction to meet the unique learning styles of students.
- Conduct research in all areas of PDD and credibility assessment.
- Develop, implement, and provide oversight for standards involving the conduct of PDD examinations.
- Continue its high standing as an academic and research institute.

History

The Origin and Evolution of DoDPI

The original U.S. Army Polygraph School was established in 1951 as part of the Provost Marshal General School at Fort Gordon, Georgia, and graduated its first class that same year. In September 1962, the Provost Marshal School was designated the U.S. Army Military Police School (USAMPS) and the Army Polygraph School remained under the auspices of USAMPS. In 1975, USAMPS and its Polygraph School transferred to Fort McClellan, Alabama. In November 1986, USAMPS Polygraph School was realigned and designated as DoDPI.

In 1983, the President signed National Security Decision Directive No. 84 (NSDD 84) directing the expansion of security programs. In 1985, Congress passed a bill directing and authorizing the Secretary of Defense to institute a program of counterintelligence polygraph examinations for military, civilian, and contractor personnel whose duties involved access to classified and highly sensitive compartmented information. Based upon NSDD 84, DoDPI expanded its curriculum to address increasing concerns in the counterintelligence area.

In August 1985, the Deputy Secretary of Defense signed a memorandum designating the Secretary of the Army as Executive Agent for polygraph training within DoD and DoDPI. In 1986 under the guidance of DoD Directives 5210.48, 5210.48-R and 5210.78, the Army Polygraph School became DoDPI.

Shortly thereafter, DoDPI transitioned from a vocational/technical polygraph training school to an educational institute in PDD. In April 1988, as a result of this mission expansion construction of a new building at Fort McClellan was undertaken. This multi-million dollar facility was dedicated in November 1989 to support DoDPI's educational mission in law enforcement and counterintelligence issues. In 1988, an agreement was signed with Jacksonville State

University (JSU), Jacksonville, Alabama, to award a Masters Degree in Polygraph with core requirements taught at DoDPI. This agreement was terminated in 1994 by JSU for financial reasons. Between 1988 and 1994, all students at DoDPI received graduate credit awarded by JSU for the DoDPI curriculum.

In September 1991, DoD Directive 5210.78 was revised, and the Secretary of the Army executive agency responsibility was eliminated. This change placed the authority, direction, and control of DoDPI under the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence.

In June 1993, the Joint Security Commission (JSC) was formed to address security concerns within the Federal Government, specifically within the intelligence community and the defense community. As part of its process, the JSC specifically reviewed polygraph procedures within the intelligence community. In February 1994, the JSC published its report that contained several security recommendations specifically relating to polygraph. One of the recommendations was to consolidate the Central Intelligence Agency (CIA) Polygraph School with DoDPI to form a polygraph institute that would conduct all PDD education and training of government polygraph examiners. Another recommendation was to develop standards within the intelligence polygraph community to ensure consistency in the administration, application, and quality control of screening polygraphs. Finally, the JSC recommended that DoDPI: be the executive agent for a robust, interagency-coordinated and centrally funded research program concentrating on developing valid and reliable security and applicant screening tests; investigate countermeasures; and conduct developmental research on PDD techniques, instrumentation, and analytical methods. Eventually, most of the JSC recommendations to increase the DoDPI mission in the polygraph community were adopted.

In October 1995, administrative and budget responsibilities for DoDPI were placed under the Defense Investigative Service now designated as the Defense Security Service (DSS). In February 1996, DoD Directive 5200.32 replaced DoD Directive 5200.42 as the governing document for DoDPI.

In early September 1996 in accordance with JSC recommendations and under the guidance and direction of DoD, DoDPI developed and established a Quality Assurance Program (QAP) for establishing and maintaining PDD standards within the Federal Government. While participation in the QAP is mandatory for DoD polygraph programs, all Federal law enforcement and intelligence agencies with PDD programs voluntarily agreed to participate. QAP inspection teams consisting of PDD experts evaluate the policies and procedures, structure, approval process, statistics, continuing education, and implementation of technology for an inspected agency's polygraph program. In 1998, QAP drafted Federal standards for establishing PDD program procedures and facilitated a discussion with the Federal polygraph program managers that led to adoption of the Federal PDD Examiner Handbook as the standard within the Federal polygraph community. The implementation of these procedures is monitored by QAP through biennial inspections of each of the participating agencies.

Also in 1996, DoDPI was established as the Executive Agent for the Federal Polygraph Continuing Education Certification Program (FPCECP). This program requires every examiner employed by the Department of Defense (DoD) to complete a minimum of 80 hours of relevant training every two years. Non-DoD entities are encouraged to participate in this program. The FPCECP requirement can be met in a variety of ways. As the primary source of polygraph education and training, DoDPI presents a varying schedule of approximately 18 courses each generally providing 40 hours of training to attendees. In addition, a limited number of hours may be amassed through agency in-service training. Other training opportunities include professional, scientific, and academic offerings. Examples include the American Polygraph Association (APA) Annual Seminar, seminars conducted through the Society for Psychophysiological Research (SPR), and the Advanced Polygraph Studies Program presented by the University of Virginia.

In January 1999, DoDPI began an effort to broaden its presence in the scientific and academic communities. In response to the need for more advanced technical expertise, DoDPI revitalized its Scientific Review Committee to develop a coherent research agenda. DoDPI seeks to locate multiple sites around the country to support this initiative. In addition to providing funding to

investigators, DoDPI offers temporary post-doctoral positions, visiting faculty positions, and possible sabbatical assignments to bolster its production. Moreover, it is looking to take advantage of the highest quality university labs and industrial technology that may have ideas on subjects of interest. Collaboration is not new to DoDPI. It has been awarding extramural research awards since 1987. This increased effort to collaborate is an adjustment in the strategic plan for increasing the amount of research to: (a) evaluate the validity of Psychophysiological Detection of Deception (PDD) techniques used by DoD; (b) investigate countermeasures and counter-countermeasures; and (c) conduct developmental research on PDD techniques, instrumentation, and analytic methods. While the Institute will evaluate all research proposals within its mission objectives, those which address the topics of Special Projects, New Technology, Applied Topics, PDD Data Analyses, and Deterrence receive priority.

On May 13, 1999, operational responsibilities for DoDPI were placed under DSS in accordance with DoD Directive 5105.42. This change made DoDPI part of DSS. As part of the Base Realignment and Closure, in June 1999, DoDPI moved to its present location at Fort Jackson, South Carolina.

Also in 1999, as a result of the JSC, 12 of the 13 members of the U.S. Security Policy Board Forum signed a memorandum of agreement to provide standardization of polygraph examinations in personnel security evaluation programs.

In July 2000, graduate level academic credit was again recognized for the DoDPI PDD Program. Argosy University–Washington, DC, will transfer graduate credit for this program towards a Master Degree in Forensic Psychology, Forensic Psychophysiology track.

In December 2002, DoDPI was functionally transferred from the DSS to the newly established Counterintelligence Field Activity (CIFA) in accordance with DoD Directive 5105.67, dated February 19, 2002. As of October 1, 2003, DoDPI is operationally under CIFA.

In January 2003, DoDPI was accredited by the Accrediting Council for Independent Colleges and Schools to award a Certificate of Graduate Study in the Psychophysiological Detection of Deception.

Administration

Director
Deputy Director
Chief, Instruction Division
Chief, Quality Assurance Division
Chief, Research Division
Chief, Resource Management Division
Chief, Special Studies
Secretary

Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools to award a Certificate of Graduate Study in the Psychophysiological Detection of Deception. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the U.S. Department of Education. Its accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools may be contacted at:

750 First Street, NE, Suite 980
Washington, DC 20007
Tel: (202) 336-6780

North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, accredits the Master of Arts in Forensic Psychology program at Argosy University where, through an articulation agreement, graduates of DoDPI may transfer up to 15 semester hours of credit.

Accredited by the American Polygraph Association.

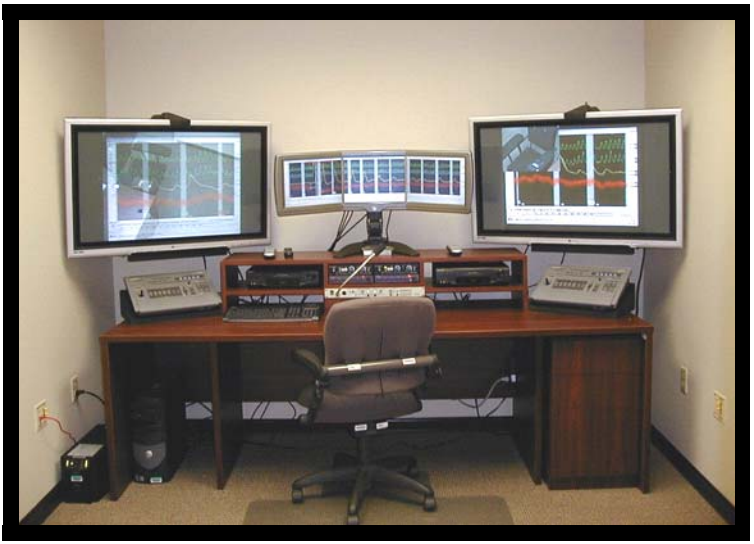
Institutional Memberships

Professional affiliations of DoDPI include membership in the American Association of Collegiate Registrars and Admissions Officers. Faculty and administration hold individual memberships in various professional organizations, such as:

American Academy of Forensic Sciences
American Association of Police Polygraphists
American Polygraph Association
American Psychological Association
American Society for Testing and Materials
International Association of Chiefs of Police
National Association of School Psychologists
Society for Psychophysiological Research
State and Regional Polygraph Associations

Part II

Psychophysiological Detection of Deception Program



Chapter 1

Admissions

Admission Requirements

Admission requirements to the PDD Program are outlined in DoD Directive 5210.48-R. Admission to the DoDPI PDD Program is by formal approval by the Director, DoDPI. All inquiries regarding admission should be directed to:

Director
Department of Defense Polygraph Institute
ATTN: Registrar's Office
7540 Pickens Avenue
Fort Jackson, SC 29207
(803) 751-9124 or DSN 734-9124
FAX: (803) 751-9137

Federal Personnel

- U. S. citizenship;
- At least 25 years of age;
- Earned baccalaureate degree from a four-year college or university accredited by an accrediting agency recognized by the U.S. Department of Education to award such degrees;
- At least two (2) years investigative experience with a recognized U.S. Government agency or other law enforcement agency; and
- Successful completion of a PDD examination.

Students may receive a waiver for the age and experience requirements. The student's agency is responsible for requesting all waivers for the PDD Program from the DoD Polygraph Program Manager, Counterintelligence Field Activity, 251 18th Street, Suite 1200, Arlington, VA 22202.

A completed application must include all waiver requests and responses. The agency should furnish a copy of its initial request and a copy of the waiver response from the DoD Polygraph Program Manager to the Registrar's Office. A student's application cannot be processed until this is accomplished. All waivers should

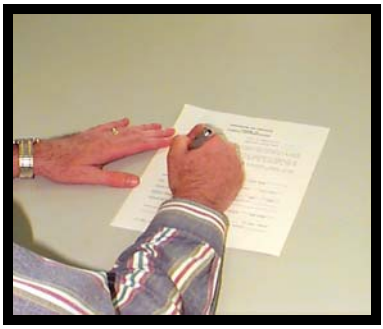
be forwarded to the Registrar's Office prior to the date the application is due.

The fax line for the DoD Polygraph Program Manager is (703) 699-7715 (nonsecure). The office number is (703) 699-7087.

Non-Federal Personnel

Prior to the admission of any non-Federal personnel, all admission requests from Federal agencies must have been met. When vacancies exist, an applicant must meet the following requirements:

- Nominated for admission by one U.S. senator or representative from his or her state;
- U.S. Citizenship;
- At least 25 years of age;
- Earned baccalaureate degree from a four-year college or university accredited by an accrediting agency recognized by the U.S. Department of Education to award such degrees;
- At least two (2) years experience as an investigator (or equivalent) with a law enforcement agency;
- Employment with a state or local law enforcement agency;
- Successful completion of a PDD examination (the test questions and testing examiner must be approved by DoDPI); and
- Completed matriculation process and payment of tuition.



Registration

To be officially enrolled in the PDD course, students must have the following no later than 30 days prior to the start of the course:

- Completed DoDPI application form.
- Sponsorship by Federal, or non-Federal agency. Federal agencies should submit their projections upon request at the beginning of each fiscal year. Law enforcement departments are required to submit a formal letter to the Director stating sponsorship of their candidate.
- U.S. congressional nomination for non-Federal personnel. At a minimum, one recommendation is required from either the U.S. senator or representative in the respective agency home state.
- Official transcripts for undergraduate or graduate degree(s) from an accredited college or university. Transcripts must be sent directly to DoDPI, Office of the Registrar, 7540 Pickens Avenue, Fort Jackson, SC 29207.
- Verification of successful completion of a PDD examination conducted by an approved examiner. Results are required to be submitted by the sponsoring agency in writing prior to the student's attendance. Non-Federal agencies must contact the Chief of Instruction for approval prior to having the examination conducted.

Tuition and Fees

The sponsoring agency is responsible for tuition and fees to include per diem costs. Tuition payment must arrive at least three weeks prior to the course start date. Fees and tuition are subject to change.

Tuition for Non-Federal law enforcement agency personnel is $7,500.

Refund Policy

Non-Federal students who are dismissed from the course due to academic failure will receive a refund based on pro-rated costs of the course. Non-Federal students who withdraw from the class on their own accord prior to the fourth week of class may be granted a 50 percent refund at the discretion of the Chief of Instruction in coordination with the Dean of Academic Affairs or his/her designee. No tuition refunds will be made after this time.

Books and Supplies

DoDPI furnishes books, materials, and other equipment required for completion of courses taught at DoDPI. Unless otherwise specified, these books, materials, and equipment remain the property of DoDPI upon completion of the course.

Chapter 2

Academic Regulations

Academic Freedom

DoDPI is committed to an academic freedom policy that "fosters and properly encourages thorough and lively academic debate and examination of appropriate curriculum issues." Academic freedom for our faculty and students is fundamental and essential to the health of the academic institution. Academic freedom is intertwined in the uninhibited search for insight and knowledge and includes the following guiding principles:

- Freedom to teach, conduct research, and publish research findings.
- Freedom to discuss in a classroom any material or ideas relevant to the subject matter as provided in the course objectives.
- Freedom to seek changes in academic and institutional policies.
- Responsibility to pursue excellence, intellectual honesty, and objectivity in teaching.
- Responsibility to encourage faculty, students, and colleagues to engage in free discussion and inquiry.
- Responsibility to encourage and nurture innovative and critical thinking, discussion, and writing concerning national security issues in the PDD Program and the enhancement of the standing and credibility of DoDPI.

Grading Procedures

Student grades are indicated by letters with a designated quality point value assigned as follows:

Grade	Range	Quality Point
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0

Course Numbering System

500-599 Graduate level credit courses
600-699 Internship credit courses

Other Grade Symbols

W Withdrawal: Student withdraws for a personal reason excused by the Institute or a student is removed from a class by his/her agency for mission purposes. A withdrawal is not included in the calculation of the student's GPA and carries no penalty.

WP Withdrawal Passing: Student withdraws for a personal reason and is passing. A Withdrawal Passing is not included in the calculation of the student's GPA and carries no penalty.

WF Withdrawal Failing: Student withdraws for a personal reason and is failing or a student is removed from a class by his/her agency because he/she is failing. A Withdrawal Failing counts as an F in the calculation of the student's GPA.

P Pass: Student passes a class which is measured as Pass or Fail. A Pass or Fail is not included in the calculation of the student's GPA.

R Repeat: Student repeats a course previously failed. Total grade-points are computed on the basis of all attempts. A student who has a passing grade may repeat the course with the approval of the Director. A repeated course may be counted only once toward graduation, but all grades are recorded on the student's transcript and are counted in determining quality points.

T Transfer Credit: Students who have an extensive educational foundation for a course may be afforded the opportunity, at the discretion of the Office of Academic Affairs, to take a written examination for that course. If the student passes this examination, that grade may be used in lieu of taking the course for credit. However, the student will still be required to attend the course.

AU Audit: Course taken on a non-credit basis.

Evaluations

DoDPI's evaluation system emphasizes high academic standards appropriate to graduate level education. Grading is based on a variety of oral and written evaluations. The aim of all evaluations is to determine whether a student has achieved the educational objectives of a course of instruction. All evaluations require a practical application solution, a narrative or essay response, or a multiple-choice answer. In some cases oral briefings are used to amplify or defend the student's solution or answer. Examinations may also be presented through computerized systems and programmed instruction methods.

Satisfactory academic standing is determined by an evaluation of the cognitive, psychomotor, and affective domains of the course by written examination performance, laboratory performance, and attitudes and attributes judged by the graduate faculty to be important for success as a PDD examiner. These include factors such as honesty, integrity, reliability, perception, balanced judgment, personal insight, and the ability to relate to others.

Academic success is defined as a grade point average of B (3.0) or greater. Failure is defined as any grade below C. A student may not graduate with a grade below B in PDD 506 (PDD Laboratory) or below a B overall. A student whose GPA falls below a 3.0 during the course will be placed on academic probation. The student will be notified within five working days of the determination that he or she is in an academic deficient status. The Chief of Instruction will conduct this notification and the student's faculty advisor will provide follow-up assistance to include mentoring and tutoring. If a grade of D or F is earned in a required course, the student must repeat the course and earn a passing grade in order to receive credit that will be applied to the requirements for the degree.

In the event a student fails a course, the student will be returned to his or her parent organization and will not graduate. The student may be readmitted in a subsequent semester to complete the PDD Program. If the student returns to DoDPI beyond one year of withdrawal or termination, he or she will be required to audit previously completed courses to ensure that he or she is

knowledgeable of new techniques, methodology, and technology in the field.

Student Evaluation of DoDPI Instruction

As part of the continuing effort to improve the curriculum of DoDPI, an evaluation of the instruction is conducted through course critiques. These critiques are conducted at the end of each course. All critiques are treated with confidentiality, and students are encouraged to give DoDPI their complete and candid thoughts.

Students will be afforded the opportunity to frankly express their opinion on their academic experience at a scheduled out-brief with the Director and Deputy Director.

Grade Change Policy

Grade changes based on transcription or computation errors shall be reported directly to the Registrar's Office by memo signed by the Chief of Instruction. Request for a grade change is submitted by the course manager to the Chief of Instruction no later than one calendar year from the date on which the grade was reported.

Appeals Policy

Students are encouraged to discuss any grievance they may have regarding grading, course requirements, or instructional subject matter with the responsible faculty member.

This should take place within three days of occurrence of the event causing the grievance. Students should bring all supporting material, e.g., handouts, text, or class notes, to this informal meeting, and they should be prepared to openly discuss all aspects of the grievance. If desired, students may confer with their faculty advisor in lieu of discussion with the responsible faculty.

In the event this meeting does not resolve the issue, the student is encouraged to schedule an appointment with the Chief of Instruction. During this meeting the student must present in writing all issues in question. To aid the Chief of Instruction in rendering a

fair and equitable decision, the student should be prepared to provide all supporting materials. The appeal should include information regarding the action the student is appealing and any related mitigating circumstances. The Chief of Instruction will coordinate with the Dean of Academic Affairs and act on all student grievances, and provide a written response to the student within one week of receipt of the written request for appeal.

If the student is not satisfied with the decision by the Chief of Instruction, the student may elect to file a written grievance to the Director, DoDPI. The grievance should include all information deemed pertinent for final disposition of the matter. The Director will review and render a decision within three working days of receipt.

Upon following the above procedures, if the student is not satisfied with the decision by the Director, the student may elect to file a written grievance with the Accrediting Council for Independent Colleges and Schools. The grievance should include all information deemed pertinent for final disposition of the matter. They may be contacted at:

750 First Street, N.E., Suite 980
Washington, DC 20007
Telephone: (202) 336-6780

Academic Records

Students' academic records are intended to serve as a complete history of their academic career at DoDPI. As such, they will not be altered except in accordance with institutional policy.

Academic Records Disclosure

DoDPI complies with the Family Educational Rights and Privacy Act, 1974 (the Buckley Amendment). Thus DoDPI will:

- permit students to inspect their educational records,
- disclose academic records to non-DoDPI personnel other than parent agency only upon written consent of the student, and

- provide students the opportunity to seek correction of their educational records when appropriate.

Transcripts

A transcript of a student's record carries the following information: student name and number, date graduate certificate was conferred, a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, grade point average, and system of grading.

All requests for transcripts must be in written form. Any student who requires a transcript should contact the Registrar's Office by FAX at (803)751-9137 or send a signed and dated letter containing the student's name during attendance at DoDPI, Social Security number, dates of attendance, the student's signature, and duty phone number to: Director, Department of Defense Polygraph Institute, ATTN: Registrar's Office, 7540 Pickens Avenue, Fort Jackson, SC 29207. With the exception of copies made for internal use and a copy to the student's parent agency, no copy of a student's permanent record (transcript) will be released to anyone without the student's written consent.

The student has the right to review his or her transcript. Contact the Registrar's Office for an appointment. The Registrar may be contacted at (803)751-9124.

Transfer of Credit

Transfer of graduate credit may be awarded to applicants who possess a graduate degree in the subject area from where the transfer of graduate credit is requested. This will apply only to: PHY 501, PSY 501, LAW 501 and RES 501.

Additionally, the applicant must take an equivalency examination in that course and obtain a B (3.0) or better to receive credit. The course will be credited on the transcript but no letter grade will be given. It will not be incorporated in the student's final grade point average. The request and examination must be completed 30 days prior to the start of the program. Submit the request to Office of

Academic Affairs, DoD Polygraph Institute, 7540 Pickens Avenue, Ft. Jackson, SC 29207.

Graduation Requirements

The DoDPI Certificate of Graduate Study in PDD is conferred upon completion of the PDD Program. A student must have an overall 3.0 to graduate and not have a grade below B in PDD 506, PDD Laboratory. This program provides graduate education for Federal PDD examiners and serves as recognition that an individual has received graduate education in the discipline of PDD.

The Certificate of Graduate Study is signed by the DoDPI Director and a representative of the Office of the Secretary of Defense. Additionally, students completing this program may apply graduate level credit towards a Master of Arts in Forensic Psychology, Forensic Psychophysiology track, from Argosy University–Washington, DC, campus. Award of the certificate of graduate study requires satisfactory completion of 520 hours of resident coursework at DoDPI.

Attendance

Due to the challenging nature of the PDD Program, attendance at all sessions is mandatory. Students attending this program should be relieved of their official duties from their respective agencies to be free to concentrate on academic pursuits.

No more than three excused absences will be allowed during this program. Any absence in excess of one day will require a doctor's verification of illness. Upon return to class, a sick-leave request must be submitted to the Chief of Instruction, who will forward a copy to the student's sponsoring agency. Military students must submit a doctor's verification to the Chief of Instruction. A Court subpoena will be handled on a case-by-case basis. It is the student's responsibility to obtain all materials and information covered during absences in order to maintain the academic standards of the program. Students who are absent more than three days from the program will be dismissed and will be required to reapply for another session. Readmission should occur within one year.

Tardiness will not be tolerated. Any student who arrives to class after the start time of class, to include breaks, on more than three occasions will be dismissed from the program and will be required to reapply for another session.

Standards of Conduct

Academic

There are three categories of student performance that can result in a review by faculty as to whether the student should be retained in the academic program; there is one category for sponsor dismissal. The first category is poor academic performance, the second is academic dishonesty, the third is behavior that is illegal or inappropriate, and the fourth is sponsorship withdrawal by the sponsoring agency. Faculty will investigate each case and refer the student to the Chief of Instruction who will coordinate with the Dean of Academic Affairs regarding such instances. If necessary, their recommendations will be forwarded to the Director, DoDPI. The Director's office will notify the sponsoring agency as appropriate.

Category 1. Poor Academic Performance

Based on the student's deficiencies, the faculty may recommend a range of actions from academic probation to dismissal. Poor academic performance is defined as failure to maintain a 3.0 average.

Category 2. Academic Dishonesty

Meaningful research and scholarship are impossible without honesty and truthfulness in all areas. In addition, honesty and integrity are indispensable for PDD examiners. Anyone who believes an incident involving academic dishonesty has occurred should contact the Chief of Instruction. The Chief of Instruction will coordinate with the Dean of Academic Affairs. If the incident appears to be valid, the Chief of Instruction will appoint a faculty committee to investigate. The committee will be composed of not fewer than three faculty members to include one senior faculty member as chair. If the committee determines an incident of

academic dishonesty has taken place, the committee will recommend appropriate action to the Chief of Instruction and the Dean of Academic Affairs. They will review the findings and make an appropriate recommendation to the Director, DoDPI. The Director's office will notify the sponsoring agency as appropriate.

Category 3. Illegal or Inappropriate Behavior

Military students will be subject to the Uniform Code of Military Justice or appropriate administrative/punitive measures through their assigned organizations for actions that are illegal or inappropriate. Federal civilian students are subject to state and Federal laws that are enforced on Fort Jackson by the Military Police. The penalties for violation of local laws are determined by the civilian court system. In addition, civilian students may be subject to administrative measures for behavior which, while not illegal, may be inappropriate for a DoDPI student. All students who are convicted of a violation of local laws or who have been accused of inappropriate behavior will have the case examined by a department review committee composed of three faculty members. The committee will inform the Chief of Instruction and, in coordination with the Dean of Academic Affairs, make recommendations to the Director, DoDPI.

Category 4. Sponsorship Withdrawal

Sponsorship withdrawal by the sponsoring agency will incur immediate dismissal of the student. Students may voluntarily withdraw only after DoDPI receives instructions from the student's sponsoring agency.

Readmission

A student who has been dismissed for poor grades or lack of progress may apply for readmission. Application materials required for the second application are identical to the first application. However, transcripts and test scores will already be on file in the Registrar's Office and are not required to be resubmitted. Students who have been dismissed for cheating, dishonesty, or violating Federal, state or local laws will not be readmitted to DoDPI.

Review Committee Recommendations

The faculty review committee may recommend the following sanctions:

Disciplinary Warning: A finding in writing that behavior violates acceptable standards and a warning that any repetition of such behavior will result in stronger sanctions.

Disciplinary Probation: A finding in writing that behavior is a serious violation of accepted behavior and repetition will result in dismissal.

Dismissal: A finding in writing that exhibited behavior warrants removing the student from class.

Weapons

The possession and use of weapons at DoDPI are prohibited. There is absolutely no requirement for bringing a firearm to this program. Fort Jackson regulations require that military students turn in weapons for storage. Civilian and Government employees are responsible for securing their weapons.

Smoking

There are marked areas outside of the DoDPI building for smoking. Smoking is prohibited elsewhere at DoDPI, and all students are expected to abide by the DoDPI posted smoking policy.

Dress Code

Students are required to dress in conservative business attire (males, coat and tie; females, equivalent attire). Deviation from this policy is at the discretion of the Chief of Instruction.

Warning Concerning Copyright Restrictions

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Additional guidance pertaining to the duplication of copyrighted material can be found in the Copyright Act of 1976, as amended, which is codified at 17 U.S.C. Sec.101 et seq.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Chapter 3

Student Life

Discrimination, Sexual Harassment, and Equal Opportunity

DoDPI will provide equal opportunity for all military and civilian employees and students without regard to race, gender, religion, age, national origin, sexual orientation, or disabilities consistent with the law, regulations, and requirements for physical and mental abilities.

The Office of Affirmative Action and Equal Opportunity Policy is responsible for the development and implementation of all affirmative action and Equal Employment Opportunity Commission (EEOC) programs. Students who believe they have been discriminated against based on their race, color, religion, national origin, age, sex (including sexual harassment), disability, or retaliation must initiate contact with an EEOC counselor at their respective agency within 45 days of the alleged discriminatory act. Contact the Resource Management Division, DoDPI, at (803)751-9105 for assistance or Accrediting Council for Independent Colleges and Schools may be contacted at:

750 First Street, NE, Suite 980
Washington, DC 20007
Tel: (202) 336-6780

Americans with Disabilities Act Policy

DoDPI endeavors to provide students, employees, and the community an opportunity for success with as few deterrents as possible. DoDPI strives to create a welcoming environment and will work in good faith to provide reasonable accommodations for students with special needs.

Persons with special needs should notify the Registrar prior to arrival at DoDPI. The prospective student is encouraged to contact the Registrar's Office if assistance is required in making agency application for admission.

Housing

It is the individual's responsibility to make arrangements for lodging while attending classes at the Institute. On-post lodging must be coordinated through the Fort Jackson Welcome Center, (800) 276-6984 or (803) 751-7576. NOTE: On-post lodging is not always available.

If needed, the Registrar's Office, (803) 751-9124, and the Continuing Education Office, (803) 751-9134, may provide contact numbers for off-post lodging. NOTE: Students electing to stay off-post should ensure their orders reflect Columbia, South Carolina. Statements of non-availability will not be issued if lodging is available on Fort Jackson.

Health Services

Students assigned to DoDPI are responsible for their own health insurance and health needs. Moncrief Army Community Hospital is located on Fort Jackson and provides ambulatory care and urgent care services for its TRICARE Prime beneficiaries on a daily basis.

Emergency care is not available on post. Sick Call for military students is available at the McWerthy Clinic adjacent to Moncrief Army Hospital. Sick Call hours are 0700-1600, Mon-Sat, 0700-1200, Holidays. Civilian medical facilities are located near Fort Jackson.

Learning Resources

Dr. William J. Yankee Library

Central to the intellectual life of the Institute, the library supports teaching and research by providing information and services to the academic and research community. The William J. Yankee Library is located within DoDPI and houses books and periodicals along with the microfiche reader/printer, study carrels, and work tables. There are computer workstations for computer-based instruction and database usage, a multi-media workstation, facilities for viewing videocassettes and disks, and an electronic imaging unit for

storage and retrieval of vertical file material. The library has a comprehensive and relevant collection of print and non-print material in support of the attending students and the mission of the Institute. It is established as a universal repository for PDD and is available to students during normal duty hours of 0700-1700. Arrangements can be made to use the library after hours.

DoDPI has the largest and most comprehensive collection of publications and information databases addressing PDD and credibility assessment in the world today. The following represents the current collection:

- 3,200 volumes of books and monographs
- 6400 full-text articles in DoDPI's electronic database
- 1,080 volumes of periodicals on microfiche
- 58 titles in the permanent collection of periodicals
- 426 audio-visuals
- 21 current subscriptions, including electronic journals
- 128 linear-feet of historical files
- On-line sources

The William J. Yankee Library continually adds to the collection of reference material in coordination with the curriculum and needs of the students, staff, and faculty. Students, faculty, and researchers are invited and encouraged to participate in the growth of the collection.

Thomas Cooper Library

The University of South Carolina Thomas Cooper Library, located in downtown Columbia, SC, has affiliated with DoDPI to utilize its facility. The Thomas Cooper Library seats approximately 3,500 readers. Included in the seating are more than 900 private, locked facilities for faculty and graduate students involved in research. Also included in the building are 40 study rooms seating up to four persons each, two conference rooms and three classrooms. Special areas in the library include the student computer labs, the Science Library, Special Collections, and the Map Library. Access to the collections is obtained through the USCAN/NOTIS Online Card

Catalog with terminals located throughout the building or online (www.sc.edu/library). CD-ROM stations are available for user searching of multiple databases.

Examiner Laboratories

The PDD laboratories are state-of-the-art within this scientific field. The unique one-to-two faculty to student ratio also enhances DoDPI's reputation as the finest institution in PDD in the United States. Examiner laboratory/monitor rooms are equipped with individual audiovisual devices allowing each student to receive instruction while conducting PDD examinations. This level of enhanced teaching methods in PDD testing is not duplicated by any other academic institution. Attending students receive continuous individual attention during the conduct of all laboratory practical exercises. Students employ 21st century technology through the use of computerized PDD examination equipment. DoDPI is world renowned as the premier institution in providing this attention to student PDD learning.

Computer Usage

Computer use policy applies to all DoDPI students. For purposes of this policy, computer systems include all computers and software owned by DoDPI, any communications hardware and software provided by DoDPI for the purpose of accessing its computers, and any computer network governed in part or whole by DoDPI.

Computer systems at DoDPI support students as they carry out the educational mission of DoDPI. DoDPI encourages and promotes use of computing and network resources in keeping with its mission.

Computing activities not involving instruction, research, continuing education, quality control consultation, or administration are subject to regulation and restriction to ensure they do not interfere with legitimate work.

Access to any DoDPI computer system is provided with the understanding the recipient is personally responsible for proper use of the resources thereby respecting the work of others. The only way to ensure limited resources are utilized fairly and privacy is

protected is to rely on the integrity of each computer user. Improper use of computer or network resources is not acceptable.

Examples of improper computer use include (but are not limited to):

- Using government information systems to transmit or receive pornography, chain letters, unofficial advertising, improper disclosure of classified information, or any other unofficial personal business.
- Attempting to access or accessing data without explicit permission from the owner.
- Violating software license agreements, copyrights, or intellectual property rights. This includes copying software without permission from the copyright holder or continuing to operate software for which the license has expired.
- Using or attempting to use the computer to harass, threaten, or abuse others or to transmit obscene or fraudulent messages.
- Tampering with, stealing, disabling, or destroying DoDPI hardware or software, or attempting any of these.

DoDPI is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. Improper use may lead to one or more of the following consequences:

- Loss of access privileges,
- Requirement to reimburse the government for misappropriated computer or network resources, or
- Disciplinary action – administrative or judicial.

Electronic Equipment

Videocassette recorders are distributed to all students for educational use while at DoDPI.

The Computer Work Center allows students to access the Internet, type documents, research class materials, etc.

Computer Work Center

The polygraph examination monitoring room allows an instructor to monitor a live examination being administered.

Instructor Lab Room

Examination Room

Chapter 4

Academic Program

Curriculum Overview

The PDD Program is taught at the graduate level. It is designed to prepare students from Federal, state, local law enforcement, intelligence and counterintelligence agencies in PDD. The intent of the curriculum is to:

- Provide a challenging and supportive academic environment where students may mature professionally and intellectually.
- Offer a curriculum of graduate-level rigor to prepare students in the relationships between and the complexities associated with the strategic and operational principles in PDD and adjunct methods of credibility assessment.

To this end, the curriculum provides instruction in the psychology of deception, physiology of deception, research methods, history, theory and methodology of PDD. Realistic scenario-based practical exercises are conducted throughout the course.

Graduates of this program are qualified to enter their respective agency internship program for certification to conduct PDD examinations and evaluations in law enforcement, intelligence, and counterintelligence.

Broad Objectives

The general objectives of the PDD Program curriculum are to:

- Produce educated PDD examiners who possess in-depth knowledge and experience in the psychophysiological detection of deception to serve as senior military and career civil service special agents, competent to conduct valid examinations and make effective decisions and policies regarding PDD applications in a complex, rapidly changing national security environment.
- Educate, inform, and influence the national security community, the scientific community, and the legal community with regard to the field of PDD.
- Remain the nation's premier educational and research institution in the area of PDD, with special emphasis on

learning resource material acquisition, to remain the nation's foremost repository of knowledge and expertise on the subject.

- Develop and retain a nationally prominent faculty which grows in tandem with advanced educational and research systems and adapt the curriculum to reflect an ever-evolving science.

Learning Objectives

- Understand critical theories, concepts, and principles related to the psychophysiological detection of deception.
- Apply these theories, concepts, and principles through the conduct of PDD examinations that address a wide range of issues, both specific and general in nature, regarding criminal, intelligence, counterintelligence, and screening situations.
- Analyze physiological data to identify patterns of arousal on which valid inferences of deception, truthfulness, or concealed knowledge can be based.
- Synthesize a broad range of theories and concepts suggested from research material, lectures, and other acquired knowledge; think critically and creatively about the relevance and applicability of the ideas, and formulate effective strategies and examination approaches to address national security, criminal, intelligence and counterintelligence issues.
- Incorporating ethical considerations, evaluate the propriety of various alternative methodology designed to address national security, criminal, and intelligence issues, and defend decisions regarding the selection or rejection of alternatives.
- Participate effectively in laboratory practica and live field applications of various PDD approaches, in which learned theories, concepts, and principles are utilized in solving problems and making decisions.
- Demonstrate professional-level competency and capability in PDD through technical application, oral presentation, and written communication.

A description of the courses in the PDD Program follows. One semester hour of credit equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, or 45 hours of internship.

Minimum requirements for the Certificate of Graduate Study in the PDD is successful completion of the following core courses totaling 26 semester hours of credit:

PHY 501	Physiology of PDD	4 credits
PSY 501	Psychology of PDD	3 credits
PDD 501	Interview Techniques	4 credits
PDD 502	PDD Analysis I	2 credits
PDD 503	PDD Analysis II	2 credits
PDD 504	PDD Methods I	2 credits
PDD 505	PDD Methods II	2 credits
PDD 506	PDD Laboratory	4 credits
PDD 507	Field Familiarization Lab	1 credit
LAW 501	Legal and Ethical Aspects of PDD	1 credit
RES 501	Research Theories and Issues in PDD	1 credit

Course Descriptions

PHY 501 - Physiology of PDD
4 credits

This course integrates an in-depth knowledge and understanding of the major human physiological systems as they pertain to the clinical applications of PDD. Emphasis is placed on the integrated functions of the nervous, cardiovascular, respiratory, and integument systems, with some attention given to the skeletal and muscular systems. Special attention is placed on the physiology of the neuron resting and action potentials, synaptic transmission, sensory and motor pathways, brain lateralization, and autonomic nervous system modulation. Cardiovascular and respiratory system dynamics are described with an emphasis on neural integration. Eccrine gland dynamics and its innervations are the focus of the integument system. The physiological dynamics of this systemic

approach to human body function are described with respect to PDD assessment. Computerized CDs, PowerPoint, videos and handouts are used extensively in the lecture presentations as learning aids.

Recommended Prerequisite: Undergraduate coursework in anatomy and physiology, and an introductory course in psychology.

PSY 501 - Psychology of PDD
3 credits

The psychological theories and processes underlying human behavior and its relationship to PDD are examined. Topics include sensation, perception, human learning, memory, cognition, motivation, emotion, stress, personality, psychological disorders, social processes, and social psychology. All topics covered will be developed specifically with respect to their relevance to the PDD process. In addition, topics of relevance will be developed in relation to causes and explanations for criminal behavior. Finally, psychological concepts relevant to extraction and retention of information of criminal incidents as perceived by eyewitnesses will be covered.

Recommended Prerequisite: Introduction to Psychology

PDD 501 - Interview Techniques
4 credits

Interviewing skills facilitate and complement the PDD process from the pre-test development of suitable test questions to the post-test discussion of the examination results. Through class lecture and live exercises, this course provides the student examiner with a foundation for building rapport with examinees, preparing them for testing. Dependent on the testing format utilized, students are taught how to encourage self-report of behaviors relevant to the test issues. Students learn to become sensitive to nonverbal cues, tailoring their approach according to individual characteristics, and consider cultural aspects that may pertain to an examinee. Several methods of pre-test and post-test interviews are presented to students, who practice them under field-like conditions in mock crime scenarios.

Prerequisite: PSY 501

PDD 502 - PDD Analysis I
2 credits

Constructing proper test interrogatives is an important and integral part of the PDD examination process. If inappropriate or improper interrogatives are used, it could have a significant impact on the outcome of a PDD examination. This course studies the theory and formulation of PDD interrogatives based upon case investigative analysis. The students are acquainted with the use and purpose of all types of interrogatives utilized in specific issue and expanded counterintelligence (CI) screening PDD examinations. The various types of relevant questions utilized in specific issue and expanded CI examinations are discussed in detail. The students are acquainted with the various categories of comparison questions authorized for most major crime specific issue and expanded CI examinations. They will then learn how to formulate the most appropriate comparison questions based upon an examinee's personal history and tested relevant issue for all DoDPI specific issue PDD formats. From a discussion of the basic principles of psycholinguistics, the students will apply these attributes in developing specific issue and expanded CI examination interrogatives. For investigative matters having multiple relevant issues, the students will utilize the concepts of relevant target selection in determining the primary issue for initial testing. Through a review of investigative mock-crime scenarios, the students will learn how to construct the most appropriate relevant and comparison interrogatives for selected specific issue major crimes and CI matters.

Prerequisite: PSY 501

PDD 503 - PDD Analysis II
2 credits

This course teaches the student the DoDPI Three- and Seven-Position Numerical Evaluation Scoring System. It prepares the student examiner to recognize and evaluate each of the recording channels and associated physiological phenomena, or diagnostic features, of interest in the psychophysiological detection of deception (PDD). The decision rules for various PDD testing

formats are presented and the means for rending a diagnostic opinion are taught. Using the knowledge gained in Physiology of PDD and Psychology of PDD, the student examiner gains a greater understanding and appreciation for the inter-relationship between physiology, psychology, and PDD.

Prerequisite: PSY 501 and PHY 501

PDD 504 - PDD METHODS I

2 credits

This course provides the student with the historical aspects of PDD from the crude methods of detecting deception during the days of the Inquisition to the present. The student examiner is acquainted with the early pioneers of PDD who had a tremendous influence in the development of physiological research leading to the development of modern-day sensors and PDD instrumentation. They also become familiar with significant personalities who had an impact on the development of the various PDD testing formats. Beginning with the early 1900s and leading up to present day, the student is presented with information about significant and high profile cases having a profound affect on modern day PDD practices.

The student is exposed to various PDD instrumentation, ranging from the traditional analog instrumentation to proper utilization and operation of the various present day computerized polygraph systems (hardware) and associated software programs. The student is taught acquaintance test protocols (ACQT); selected intelligence and screening PDD formats (TES, LEPET, and R/I Screening); Specific Issue R/I PDD format and usage; along with associated operational methodologies currently being taught at the DoDPI.

Prerequisite: PSY 501 and PHY 501

PDD 505 - PDD METHODS II

2 credits

This course acquaints the student with the various specific-issue PDD testing formats utilized within the Federal Government. It also introduces the student examiner to the various types of mental,

physical, and pharmacological countermeasures that might be encountered in PDD testing and provides counter-countermeasures an examiner might utilize to neutralize these countermeasures. The course provides insight into the utilization of interpreters in conducting PDD examinations of an examinee whose primary language capability is something other than what the examiner possesses. Additionally, the relationship is explored between the field examiner and quality control oversight to ensure that adequate standards and controls are maintained at all times.

Prerequisite: PDD 504

PDD 506 - PDD Laboratory
4 credits

Students are introduced to state-of-the-art instrumentation available to PDD examiners. Hands-on experience with examinees enables students to apply the principles, theory, and methodology gleaned from their studies of PDD to simulated law enforcement and counterintelligence scenarios. Students will be graded on their ability to utilize, interpret, analyze, and evaluate specific PDD methods of investigation.

PDD 507 - Field Familiarization Lab
1 credit

This course familiarizes the student examiner with field applications of PDD formats and testing techniques. Under the supervision of DoDPI faculty, student examiners conduct PDD examinations and evaluations utilizing their agency's PDD formats and procedures under the auspices of a representative from the students' parent organization.

LAW 501 - Legal and Ethical Aspects of PDD
1 credit

This course acquaints the student examiner with ethical and legal issues affecting PDD. During the ethics portion, students are furnished information and practical dilemmas in an effort to acquaint them with situations they may be confronted with in field PDD procedures. Students are also exposed to various readings and

may be required to research an ethical issue on a current PDD situation. During the legal aspects of PDD, students are provided case law on PDD issues and the Federal court systems starting with the first attempt to enter PDD evidence into a court environment in 1923. Additionally, the student examiner is provided information on the legal and technical applications involved in qualifying as an expert witness for PDD issues that the courts have articulated in their various decisions.

RES 501 - Research Theories and Issues in PDD
1 credit

This course exposes the student examiner to the various research theories and issues of PDD. Students are acquainted with scientific research terminology and the procedures for conducting laboratory and field PDD research. They are provided with information on the relative merits of the different types of PDD research. Through assigned readings and individual research, students are expected to recognize and articulate differences between scientific and unscientific PDD research.

PDD 600 - PDD Internship
3 credits

This internship gives the student supervised practical application of previously studied PDD knowledge, tools, skills, and experiences. The student can synthesize in-class learning while gaining meaningful professional work experience. The student works with his or her academic advisor throughout this internship period. This course is open to students working with federal criminal justice, intelligence, counterintelligence or security agencies only.

Prerequisite: Certificate of Graduate Study in the Psychophysiological Detection of Deception from DoDPI.

Part III

Continuing Education Program

Chapter 5

Federal Polygraph Continuing Education Certification Program (FPCECP)

Background

In l994, the Joint Security Commission published its findings in "Redefining Security." In that section of the report dealing with polygraph matters and specifically education, the Joint Security Commission recommended that a mandatory certification program be established under the auspices of a single entity. On March 19, l996, the Assistant Secretary of Defense issued an order implementing that recommendation. Participation for the DoD components is mandatory. Participation for other Federal agencies was mandated by and through their respective Memoranda of Agreement with the Security Policy Board. Officially, the program took effect on October 1, l996. On that date, all examiners who held current certification by their respective agency were granted initial certification under the newly developed Federal Polygraph Continuing Education Certification Program (FPCECP).

Subsequent to the completion of the PDD Program (which provides initial PDD education for all Federal examiners) it is essential, as is the case in any scientific discipline, that graduate PDD examiners have available to them a broad variety of Continuing Education (CE) opportunities.

Purpose

The purpose of the FPCECP is to standardize CE requirements and establish a centralized location for reporting, recording, reviewing, assessing, and certifying (to include the approval of) CE and training received by Federal PDD examiners.

Objectives

The FPCECP recognizes the following objectives which define the purpose and nature of this program.

1. Enable Federal PDD examiners to remain current with the state of the science, increasing the level of individual competence.

2. Promote consistency in CE among Federal agencies.

3. Ensure quality courses are available when, where, and on those topics that reflect the current needs of PDD programs and promote development and use of new courses, adjunct faculty, satellite locations, and the most current instructional technology.

4. Maintain CE records for all Federal PDD examiners.

5. Advise program managers when training levels fall short and assist programs in meeting Federal standards.

6. Assist program managers in developing DoDPI approved courses.

7. Provide an avenue for examiners who have been performing extended duties other than polygraph to regain their previous level of functional competence necessary to again perform PDD duties.

Responsibilities

DoDPI:

1. Provide instructors, facilities, equipment, and educational materials for DoDPI resident courses.

2. Provide a core of resident and adjunct faculty to provide CE instruction.

3. Maintain and support the position of Chief of CE as a function of the Assistant Chief of Instruction and any subordinate elements.

Chief of CE:

1. Ensure DoDPI approved courses are consistent with DoDPI doctrine and that creditable courses relate to PDD topics meaningful to examiners and promote the overall effectiveness of agency PDD programs.

2. Determine credit awarded for particular courses.

3. Maintain CE records for all Federal examiners.

4. Provide a biannual summary of credit report to participating agencies.

5. Make recommendations and promote the development and inclusion of new education methods, PDD topics and satellite locations, and appoint adjunct faculty members of the highest quality.

6. Provide information regarding ongoing and newly developed DoDPI approved courses to agency PDD program managers.

7. Certify successful fulfillment of the requirements and obligations of FPCECP for Federal examiners.

8. Maintain database, files, and vitae regarding qualifications of resident and adjunct faculty.

9. Monitor the conduct of courses eligible for crediting under FPCECP.

Each Agency:

1. Schedule PDD education for agency examiners.

2. Ensure prior notice to the Chief of CE and secure approval for the attendance of agency examiners at any course of instruction not generated by or through DoDPI.

3. Register students through the DoDPI Continuing Education.

4. Ensure registered students attend scheduled classes.

5. Record DoDPI approved courses attended and maintain CE records for each examiner.

6. Submit documentation of attended CE courses to DoDPI within 90 days of completion.

7. Ensure agency examiners meet FPCECP requirements.

8. Ensure funding is available to fulfill the agency FPCECP requirements.

FPCECP Policies and Procedures

With reduced Federal budgets it is important that the courses offered be a good investment in time, manpower, and dollars. Therefore, a goal of this program is to ensure that every agency may benefit from the dividends of this CE program and that CE credits earned are accurately applied toward certification.

Requirements for Biennial Certification

Credit Requirements. DoD components are mandated under existing regulations to earn a minimum of 80 hours of creditable education during each consecutive two-year period in which they are assigned duties as PDD examiners. No more than 48 hours of credit may be derived from in-service courses. Non-DoD components are invited to participate in this same program, and most have executed a Memorandum of Agreement as part of their operational mission. This necessarily includes contractors and annuitants regardless of employment status. Previously certified examiners serving in supervisory or managerial positions who are not conducting PDD examinations may elect not to seek or maintain certification under the provision of FPCECP.

Determining the Start Time for FPCECP Requirements. For graduates of DoDPI, the FPCECP two-year requirement begins on the first day of the fiscal year following graduation. For example, a graduate of the PDD Program on April 6, 2006, begins FPCECP accountability on 1 October 2006 and must meet the 80-hour requirement no later than September 30, 2008. CE courses taken post graduation and prior to initiation of FPCECP accountability may be creditable.

Awarding of Credits. Award of credits is determined by the submission of documented attendance rosters signed by the attendees for both morning and afternoon sessions or other acceptable evidence of attendance. It is the student's responsibility to ensure attendance is documented and properly reported.

Request for Extension

Requests for extension of certification requirements will be reviewed on a case-by-case basis. The Chief of CE may, upon submission of written justification, grant a 90-day extension in order for these requirements to be met. Under the most extreme circumstances and upon receipt of a separate written request, the Director of DoDPI may extend the two-year period for one additional 90-day period. Requests to extend the certification period MUST be submitted prior to the end of the period. Requests submitted after the expiration of the two-year period will not be considered.

When requesting an extension, program managers shall submit a written plan to resolve the FPCECP shortfall. A CE shortfall with no documented extension will be considered an adverse finding on subsequent inspection by the Quality Assurance Program.

Recertification after a Prolonged Lapse in PDD Duties

In many Federal agencies, it is common for PDD examiners to accept non-PDD duties for purposes of advancement or promotion opportunities, agency mission requirements, or relocation to areas and offices where PDD is not utilized. Normally, the PDD examiner is decertified by the employing agency when a PDD examiner is transferred to a non-PDD position or when PDD skills are not used for an extended period of time. After completing one or more assignments in a non-PDD duty position, an individual may return to PDD duties. Agencies have several avenues they may follow in order to re-certify employees to conduct PDD examinations.

Any employee returning to PDD duties after more than a two-year absence must attend an approved course of instruction. This course of instruction should entail a minimum of 40 hours of specific education and be designed to assist the employee to return to the expected duties. In most cases, the best-suited course to fulfill this requirement is the PDD Refresher Course. Assuming basic competence with polygraph equipment, this two-week course is designed to quickly bring a returning examiner to an acceptable level of functional and technical competence. However, should

there be exigent circumstances requiring accelerated return of the employee to PDD duties, an appropriate course of study may be designed through consultation between the requesting agency and the Chief of CE.

An extended absence from PDD duties may require attendance in the regularly scheduled PDD program. The two-year FPCECP period for recertified examiners will begin on the first day of the next fiscal year.

In the event that an examiner is unable to fulfill FPCECP requirements for an extended period of time due to illness or non-PDD mission requirements, DoDPI recommends the examiner be decertified.

Loss of Educational Certification

Examiners who fail to meet the requirements of the FPCECP will lose educational certification. Any agency that maintains an examiner in an active role who fails to meet the FPCECP requirements does so without the support of DoDPI and is in violation of Federal standard.

Chapter 6

FPCECP Course Requirements

Course Requirements

In order to ensure the quality of courses provided to Federal examiners is of the highest caliber, CE courses recognized under this program must be pre-approved by DoDPI.

While there are many sources of educational opportunities available, it is essential that DoDPI maintain a CE curriculum specifically designed for its graduates. Lecture and conference-based courses are the primary types of courses that will be offered through DoDPI toward professional development.

A standard core of DoDPI sponsored courses will be established. Additional courses will be developed and made available both for resident and satellite configurations contingent with customer demand and available assets.

Use of adjunct faculty and satellite locations will facilitate accessibility for DoDPI customers.

DoDPI Approved Courses

This category includes courses developed internal and external to DoDPI. DoDPI maintains information pertaining to external CE opportunities to ensure Federal examiners have a broad range of courses from which to choose.

Courses internal to DoDPI may be conducted in resident configurations at DoDPI or at regionally selected satellite locations such as at the National Security Agency, facilities within the Counterintelligence Field Activity or other facilities made available by customer agencies, and the University of Virginia. When available, DoDPI will make use of existing distance learning modalities to make CE opportunities available. Such opportunities will be widely advertised in advance of the presentation.

DoDPI also endorses a wide variety of external courses including opportunities such as relevant in-service CE conducted by local law enforcement agencies, selected courses presented in conjunction with the Federal Bureau of Investigation National Academy, and

courses sponsored by and through recognized state and national polygraph organizations. Based on a pre-attendance review of the scheduled curriculum, other approved courses offered by relevant professional organizations may also be taken in fulfillment of FPCECP requirements. In addition, based on pre-approval, courses developed by an agency to fulfill a specific operational mission, but not regularly appearing on a scheduled list of courses may be approved and credited under the heading of "Operational Training".

External Course Request and Approval Process

The Chief of CE approves external courses and determines the number of credits to be awarded for proposed courses. Insofar as possible, the requesting agency must, in advance, request approval of these courses from the Chief of CE via facsimile, letter, or e-mail. All efforts will be made to approve short notice requests; an agency making such requests must, when approved, submit correspondence containing the following information:

1. Course schedule reflecting times and dates for each topic to be presented;

2. Name, organization, and telephone number of each instructor; and

3. A résumé of each instructor establishing his or her qualifications to provide specified education.

The Chief, CE, will review the proposed course and approve courses that meet FPCECP requirements. Award of the credit will be made upon submission of required attendance certifications. Subsequent credit granting will be contingent on the review of submitted critiques pertaining to the quality of the education.

Credit will only be awarded to offerings that are deemed to have polygraph applicability. No credit will be given for attendance at presentations that are clearly not applicable to the educational advancement of the PDD examiner.

Adjunct Faculty Requirements

Adjunct faculty are recognized experts in a particular field who hold a minimum of a bachelors degree from a regionally accredited college or university. They are recruited from sources external to DoDPI in order to enhance the quality of the training and education available to the students. Adjunct faculty may be recruited from various Government agencies, colleges and universities, equipment manufacturers, or other sources. Adjunct faculty are intended to represent expertise in a specialized area when no such expertise exists within the resident faculty of DoDPI or scheduling conflicts or mission contingencies necessitate such recruitment. Those seeking selection to the corps of adjunct faculty must agree to make their presentations in strict compliance with the curriculum presented by resident faculty at DoDPI.

In order to verify fulfillment of this requirement, those seeking such appointment will submit a course outline or materials in advance of their scheduled training to the Chief of CE for review and approval. The course outline should be submitted at least 45 days in advance of the date of instruction. Continued status as an adjunct faculty for DoDPI will be contingent on the instructional activity of the appointee and review of his or her performance provided by students.

Chapter 7

FPCECP Records

Maintenance of Records

Attendance Records

Attendance records are a key and integral element in documenting attendance and establishing the number of credits to be awarded for training to individual employees. Information entered on attendance records must be legible and complete to ensure examiner records are appropriately credited. A designated course facilitator or a representative of the presenting organization must attest external course attendance records.

When a course lasts one full day or longer, attendees are required to physically sign-in each morning and afternoon session for each day training is conducted. Attendees are not required to sign in upon return from brief, regularly scheduled breaks. Attendance rosters will contain the following information:

- Name of sponsoring agency,
- Title of course scheduled,
- Date and time of course, and
- Printed name, signature, and organization (if different from sponsoring agency) of attendee.

Failure to record attendance through the use of attendance rosters may result in students not receiving credit for courses attended. Ensuring attendance through the signing of attendance rosters is the responsibility of the student. Failure to sign-in for a course or a segment of a course will be viewed as an absence and reported to the program manager as appropriate.

Official FPCECP Records

Annually, the Chief of CE will provide a summary of credits for each agency examiner to program managers. The summary of credits will include the following information:

1. Name and identifying data of each examiner,
2. Total earned credits to date, and
3. Total remaining credits required.

Agency program managers should use their training records as a cross check with the summary of credits to ensure each examiner received credit on FPCECP records for DoDPI approved education attended. Discrepancies should be reported to the Chief of CE for verification and correction in the DoDPI FPCECP database. Agency program managers are encouraged to periodically reconcile their records with the Chief of CE. When requested and consistent with logistical capabilities, a detailed educational summary will be provided to program managers. The summary will include such information as date and attendance at courses and credit awarded.

CE Tuition and Fees

CE course fees are $100.00 per course day.

Non-Federal law enforcement students must seek prior approval through the DoDPI Chief of CE prior to registering for course offerings. Requests for approval must contain a letter documenting the nature of employment with a law enforcement agency. Verification must accompany the application.

Non-Resident Training – Upon request, DoDPI can conduct non-resident courses for DoD, Federal, state and local government agencies at the agency location. Written requests should be submitted to the Director of DoDPI outlining the needs of the organization. Upon review and availability of course instructors, cost estimates for on-site training will be provided to the agency.

Tuition and on-site training fees must be received three weeks in advance of course offerings. Please make check or money order payable to U.S. Department of Treasury.

Refund Policy

No refunds will be provided for CE Courses.

Chapter 8

FPCECP Course Offerings

Courses Available to Federal Law Enforcement/Counterintelligence Personnel

These DoDPI courses are generally also open to civilian law enforcement personnel who are employed full time by a single department or agency.

Asset Forfeiture (852)
24 Continuing Education Hours

This seminar will provide managers, agents, Federal attorneys, and investigative support staff with advanced techniques used in asset seizure and forfeiture investigations. Instructors will discuss the impact of the Civil Asset Forfeiture Reform Act of 2000 on the asset forfeiture program. The use of the polygraph as an investigative tool in the search for hidden assets will be discussed and demonstrated. Additional topics covered at the seminar will include recent Supreme Court decisions, relevant statutes, database information systems, international forfeitures and repatriations, victim issues, Bank Privacy Act, FinCen, FMIR reports, CTR/CMIRS, and credit reports. The course will incorporate a combination of investigations as case studies, lectures, and breakout group exercises.

Credibility Assessment through Linguistic Analysis (834)
40 Continuing Education Hours

This course is an introduction for the experienced investigator who routinely takes or reviews statements of witnesses, victims, and suspects. The course provides the tools necessary to obtain and analyze the veracity of written statements. The principles of these approaches are supplemented with practical exercises to provide the student with experience and confidence in the procedures. The initial eight hours of the course are utilized to lay a foundation for credibility assessment through linguistic analysis. The final 32 hours are an in-depth analysis of the language used in open statements, and how changes in that language can be used to assess their credibility. More than 40 statements are analyzed using Credibility Assessment through Linguistic Analysis in order to provide practical application of the technique.

Domestic Terrorism Course (850)

40 Continuing Education Hours

This course fulfills the operational requirements of the PDD examiner conducting polygraph examinations in both the criminal specific and counterintelligence arenas. The objectives are to provide information regarding the ideology and psychology of those who participate in, or support the infrastructure of domestic terrorism. The information aids the PDD examiner in recognizing and developing pertinent information during the pre-test interview, constructing appropriate test questions, and if warranted, conducting post-test interrogation. The course is further intended to aid others who are part of the investigative team. Much of the information to be presented was obtained through extensive research, actual experience, and case studies. Students will be provided instruction in the identification, classification, and ideology of those who engage in this behavior. The course, while subject to periodic review and redevelopment, presently focuses on street gangs, hate groups, militias, and cults. The course will be primarily lecture-based, and successful completion may be subject to the completion of an examination or external study requirements as deemed appropriate by the primary course manager.

Dynamics of Terrorism (855)

40 Continuing Education Hours

This course fulfills the operational requirements of the PDD examiner conducting polygraph examinations in both the criminal specific and counterintelligence arenas. The objectives are to provide information regarding the ideology and psychology of those who participate in, or support the infrastructure of international and domestic terrorism. The information aids the PDD examiner in recognizing and developing pertinent information during the pre-test interview, constructing appropriate test questions, and if warranted, conducting appropriate post-test interrogation. The course is further intended to aid others who are part of the investigative team. Much of the information to be presented was obtained through extensive research, actual experience, and case studies. Students will be provided instruction in the identification, classification, and ideology of those who engage in this behavior. The course, while subject to periodic review and redevelopment,

presently focuses on international and domestic terrorist organizations to include hate groups, militias, and cults. The course will be primarily lecture-based, and successful completion may be subject to the completion of an examination or external study requirements as deemed appropriate by the primary course manager.

Advanced Interviews and Interrogation (808)

40 Continuing Education Hours

This course is intended to expose examiners and experienced investigators to advanced interrogation themes and related principles and methods. The teaching methodology and curriculum combines individual analysis and group discussions of both contemporary and classic cases, in conjunction with a review of relevant literature. Practical exercises may be included as time permits. The course explores both criminal and counterintelligence issues. The course assists the student to better understanding the criminal personality, thereby enabling him or her to better formulate and present appropriate interrogation themes and appeals which will ultimately lead to an admission or confession.

Interviews and Interrogation: Analytical Perspectives in the Detection of Deception (972)

24 Continuing Education Hours

This course is intended to serve a number of purposes. While it offers a review of the foundational elements of the practice of interviewing and interrogations, it also provides a supplemental form of instruction for the experienced investigator or PDD examiner. Similar in some respects to a currently offered Interviews and Interrogations course this offering will stress advanced interview methods and work to develop a more detailed understanding of why people lie. Such areas as understanding the mental process of lying, the theories of emotion and the relational aspects of physiology and psychology as they pertain to deception will be explored. Other related areas that provide for a better understanding of deception, and achieving the goal of securing desired information, such as non-verbal communication, proxemics, kinesics, haptics, paralinguistics, and the use of the cognitive kinesics interview will also be studied.

Kinesic Interview Techniques (841)

40 Continuing Education Hours

This course is primarily designed to improve the interviewing skills of all PDD examiners. The Kinesic Interview Technique utilizes an analysis of the subtle, unconscious verbal and non-verbal behaviors of the interviewee to diagnose his or her emotional state. This technique is invaluable to the examiner in the effort to achieve a conclusive result. The course is divided into two segments: the Detection Phase and the Interrogation Phase. These two phases include instruction in such topics as Self Initiated Verbal Behaviors, Structured Questioning, Non-Verbal Behaviors Kinesic Control of the Interviewee, the Kinesically Enhanced Confession, Kinesic Tactics, and Interrogational Arguments. Instruction involves lecture, group sessions and (from the supplied workbook) supervised practica and directed readings.

Interviews and Interrogations (INTEL) (863)

40 Continuing Education Hours

This course includes many of the topics described above, such as ethics and legal issues, but will include a special focus on problems and circumstances associated with performing such duties in support of intelligence operations. The specific schedule is intended to be dynamic and fulfill requirements which might be mandated in a given theatre of operations or under specialized circumstances. Typically, subjects will include behavioral assessment and elicitation, developing/enhancing listening skills, understanding the psychology of certain types of offenders such as those engaged in espionage activities and classes aimed at gathering a broader understanding of a variety of cultures.

Neurolinguistic Patterning and PDD (856)

24 Continuing Education Hours

This course explores personal communications systems through a study of the subject's sensory driven memory acquisition and verbal language. The student is taught to analyze the subject's spoken language in order to identify a pattern of predicates indicative of that individual's preference for input from one of the five senses. The student is introduced to the schema of personal concepts of

reality or "model of the world." Through an estimation of the subject's views and filters on reality, the student is able to develop more efficient rapport building methodologies. Methodology for the elicitation and evaluation of eye movement while accessing memory is also discussed.

Advanced Sex Offenders Course (812)

40 Continuing Education Hours

This course is for the criminal investigator and PDD examiner involved in the area of sex crime investigations. Making use of a variety of adjunct faculty members, students will be afforded instruction in understanding the psychology associated with sex offenders and the deviant behavior in which they engage. Presentations will be focused on various topics to include Internet child pornography investigation methodology, credibility assessment through linguistic analysis in sex offense investigations, interrogation strategies, PDD test question construction, and the role of polygraph in sex offense investigations. Legal aspects of sex offenses from the perspective of the defense counsel, prosecutor, and judge will be explored.

Street Gangs and Organized Crime (854)

40 Continuing Education Hours

This course fulfills the operational requirements of the PDD examiner conducting polygraph examinations in criminal specific arenas. The objectives are to provide information regarding the ideology and psychology of those who participate in criminal activity as part of a group. The information aids the PDD examiner in recognizing and developing pertinent information during the pre-test interview, constructing appropriate test questions, and if warranted, conducting post-test interrogation. The course is further intended to aid others who are part of the investigative team. Much of the information to be presented was obtained through extensive research, actual experience, and case studies. Students will be provided instruction in the identification, classification, and ideology of those who engage in this behavior. The course, while subject to periodic review and redevelopment, presently focuses on street gangs, outlaw biker gangs, and organized crime. The course will be primarily lecture-based, and may be subject to the successful

completion of an examination or external study requirements as deemed appropriate by the primary course manager.

Courses Available to PDD Examiners

Prerequisite: Student must be a Federally certified PDD examiner or an examiner employed full time by a state, county, or local law enforcement agency who has graduated from a recognized PDD course of instruction.

Advances in Psychophysiology (835)

40 Continuing Education Hours

This course provides the PDD examiner with an in-depth understanding of the principles of physiology and psychology associated with PDD. Course content includes issues related to the body's nervous, respiratory, electrodermal, and cardiovascular systems. The psychological aspects of perception, human learning, memory processes, emotion, personality, abnormal behavior, and stress are also explored. Students are provided with the latest theories in psychology to enable them to be more effective in the conduct of PDD examinations.

Computerized Polygraph – Axciton (802)

24 Continuing Education Hours

This course is for experienced examiners who are transitioning from analog instruments or a different brand of computerized instrument to the Axciton system, and provides an in-depth study of computerized polygraph operations. Demonstrations and discussion of several new technologies developed for PDD testing such as Axciton, Stoelting, CPS, and Lafayette are included as well as computerized research equipment consisting of thermal imaging, brain wave, and voice spectrograph equipment. Emphasis will be on the Axciton system in which the student will become proficient through practical laboratory experience.

Computerized Polygraph – Lafayette (803)

24 Continuing Education Hours

This course is for experienced examiners who are transitioning from analog instruments or a different brand of computerized instrument to the Lafayette system, and provide an in-depth study of computerized polygraph operations. Demonstrations and discussion of several new technologies developed for PDD testing such as Axciton, Stoelting, CPS, and Lafayette are included as well as computerized research equipment consisting of thermal imaging, brain wave, and voice spectrograph equipment. Emphasis will be on the Lafayette system in which the student will become proficient through practical laboratory experience.

PDD Refresher Course (831)

80 Continuing Education Hours

The PDD Refresher Course is primarily formulated to review core elements of the PDD Program. The course assists students who have been temporarily assigned outside of PDD to reestablish their proficiency and achieve re-certification, or for students who received their initial education in PDD in the distant past and require instruction on contemporary procedures. Another dimension of the course is that it provides students with the ability to transition from analog to computerized instruments, and become familiar with current software applications.

Fundamentals of Courtroom Testimony (809)

40 Continuing Education Hours

This course assists the student in becoming qualified to lay the foundation for admissibility of a PDD examiner's opinions, and aids in the establishment of the student as an expert witness. Course content includes an analysis of recent court decisions affecting the admissibility of polygraph evidence, mock trial scenarios, a review of polygraph theory, research findings, test data analysis, and test question construction. A selected number of students will conduct a PDD examination and defend their conclusions in a mock-courtroom setting with an actual judge, prosecutor, and defense counsel. The remaining students will act as jurors.

Law Enforcement Applicant Screening (864)

40 Continuing Education Hours

This course addresses the various forms of the Law Enforcement Pre-Employment Test (LEPET) that are currently being utilized by Federal law enforcement agencies as an integral element of their pre-employment process. The course is intended to enable the student to augment existing screening test protocols employed by Federal, state, and local law enforcement agencies. Course content includes a review of the latest test data analysis methodologies. Students will participate in laboratory exercises designed to simulate common problems in pre-employment screening. While it may be possible for arrangements to be made for the DoDPI to provide polygraphs for student use, it is recommended that students provide their own instrument.

Senior Examiner Course (859)

40 Continuing Education Hours

This 40-hour course is specifically for experienced counterintelligence and law enforcement PDD examiners who are presently engaged in or will soon be performing quality control duties. This course will only be offered when demand exists. The primary emphasis of the course will be on test data analysis, test question construction, and case review. The techniques that will be studied will include Relevant/Irrelevant Screening, Counterintelligence Scope Polygraph, Test for Espionage and Sabotage (TES) Screening, Law Enforcement Applicant Screening, and Criminal Specific Testing.

Relevant/Irrelevant Screening Testing (823)

40 Continuing Education Hours

The Relevant/Irrelevant Screening Test technique and selected testing formats provide examiners and their respective agencies with an alternative to traditional comparison question tests, for screening employees on a wide variety of issues related to counterintelligence and personnel suitability. The student will learn to administer the technique during extended series testing, and employ breakdown examinations and clearing charts. Instruction in global analysis, the field rank order scoring system, and the means

for rendering various decisions will be provided. For full course credit, the student is required to satisfactorily complete a written examination and practical exercise, demonstrating his or her proficiency in the technique. The first four days of training will require, on average, one hour of evening study supporting a case study exercise. This course requires that students provide their own polygraph.

Specific Issue Relevant/Irrelevant Testing (848)

40 Continuing Education Hours

Students will receive instruction in the proper utilization of the Specific Issue Relevant /Irrelevant test to resolve issues in criminal investigations and matters of interest to counterintelligence agencies. This includes test question development, in-test operations, and test data analysis using the global evaluation method. The students receive experience in various applications of the Relevant/Irrelevant format in criminal PDD examinations through practical exercises.

PDD Managers Course (860)

24 Continuing Education Hours

This course is to acquaint the manager who has been assigned the task of administering a PDD program with polygraph-specific managerial issues. The faculty of DoDPI will explore various contemporary topics dealing with the management of PDD programs and the unique circumstances that must be considered to ensure success. These topics include recruitment and retention, career progression, ethics and budgetary issues. In addition, former and current supervisors and managers will lead interagency discussions with the students, addressing problems and solutions which are unique to the PDD community. While not required, managers will often arrange for attendance at this seminar of their supervisory personnel to assist them in addressing certain issues unique to their organizations.

Courses Restricted to Federally Certified PDD Personnel

Countermeasures (839)

40 Continuing Education Hours

This 40-hour course prepares the PDD examiner to deter and detect employment of polygraph countermeasures in criminal and intelligence testing environments. The course presents background information for a foundation in concepts, theories, and research data related to polygraph countermeasures. Laboratory exercises are included to enhance skills and provide hands-on experience. Detailed discussion of numerous case studies involving examples of confirmed countermeasures. Law enforcement and intelligence PDD examinations are used to demonstrate methods of detecting and defeating this threat. Information provided includes discussion of threats posed be foreign intelligence services, terrorist organizations, and other criminal elements attempting to defeat law enforcement and intelligence PDD examinations. This course is intended as the primary polygraph countermeasures course for criminal and security screening PDD examiners or as a periodic refresher course for examiners supporting intelligence operations. The course included daily directed reading assignments followed by classroom discussions and quizzes.

Federal Interagency Polygraph Seminar (845)

36-40 Continuing Education Hours

Since 1977 this seminar has provided Federal polygraph examiners with continuing education in a wide variety of disciplines related to the detection of deception. Subject matter covered during this seminar is a balance of information relevant to both criminal investigators and counterintelligence examiners. This includes updates on the latest developments in polygraph theory and research. This seminar is normally held in the month of June and in proximity of Washington, D.C. Attendance at future seminars will result in the awarding of 36 to 40 continuing education hours.

Advanced Operational Source Testing (822)

40 Continuing Education Hours

Although originally designed specifically to enhance the abilities of the intelligence and counterintelligence examiners who were being assigned to PDD duties in support of human intelligence and offensive counterintelligence operations, this course has now broadened to provide topics of interest to the Federal law enforcement PDD examiner. The course includes background information on operational terminology, briefings on the operational structure and function of various intelligence agencies within the Federal government. Also included are instructional segments concerning legal issues, use of interpreters, foreign intelligence service recruitment operations and domestic and international terrorism. Instruction will also be offered in the areas of foreign use of polygraph and an expanded block of instruction on the use of polygraph in source and informant testing. A developing topic of the course will be offered on the issue of cultural impacts of PDD testing.

Advanced Polygraph Studies Program (844)

80 Continuing Education Hours

This program is a multidisciplinary graduate level course of instruction designed specifically to respond to the educational needs of the experienced Federal PDD examiner. The course focuses on such topics as neuropsychology, psychiatry, research, ethics, and interpersonal communications. It is a six-semester hour program

organized into two, three-semester hour courses taught by resident and adjunct faculty of the University of Virginia at Charlottesville. Students can expect to review, prepare, and deliver academic papers; review, develop, and report research initiatives; and partake in detailed discussions in matters pertaining to the scientific debate concerning the utilization of polygraph as a forensic tool. Enrollment is limited, and successful completion of the course requires a grade of no less than 3.0 for all courses taken. This course is not offered as remedial or refresher training for examiners reentering the field following a prolonged absence. It is offered once a year.

Prerequisite: The student must be employed or contracted on a full time basis as a PDD examiner by a Federal law enforcement or counterintelligence agency. All tuition costs are incurred by the DoDPI. The student's organization is responsible for all per diem and travel expenses.

Psychology of a Spy (842)

40 Continuing Education Hours

This course is aimed at giving the PDD examiner, particularly those from the intelligence community, new and valuable insight into the psychological behaviors and motivations of those who turn to espionage. Much of the information has been obtained through work in Project Slammer, the case studies of convicted and incarcerated spies. Students will specifically be afforded instruction in threat analysis, identifying and classifying risk factors associated with spies, and an in-depth review of the research associated with this topic. In addition, students will learn how to recognize some of the personality traits of the potential spy and be briefed on the perspective of foreign intelligence services and their spies. Further, students will receive instruction and assistance in understanding the types of material that spies are attracted to and how they go about obtaining it.

Prerequisite: The student must be a Federal PDD examiner, or a specifically designated Federal employee or contractor and possess a TOP SECRET SCI clearance. Written verification of security clearance must be submitted to the course manager a minimum of two weeks prior to the course starting date.

Note: Courses will be conducted on location at the Department of Defense Polygraph Institute and other off-site locations. Also, some dates are subject to change depending on mission requirements and availability of training locations.